

How to Use the Windshield and Glass Replacement for Vehicles Statewide Contract

Contract #: OVM08 **Contract Duration:** 07/01/2014 to 06/30/2016

MMARS #: OVM08* **Options to renew:** One, through 06/30/16

Contract Manager: Lana Gunaratne Lalana.m.gunaratne@state.ma.us 617-720-3315

This contract contains: Environmentally Preferable Products (EPP) Programs; Supplier Diversity Program (SDP) plan

Last change date: 6/30/2014

Contract Summary

This contract provides windshield and glass replacement for vehicles, including mobile service and glass disposal services for vehicles leased through the Office of Vehicle Management (OVM) or owned by other Commonwealth entities. The Contractor, JN Phillips Auto Glass, commits to responsibly recycling 100% of all windshields that are replaced.

Benefits and Cost Savings

- Statewide mobile windshield, glass replacement and repair services
- Sole vendor agreed to lower pricing in order to be only vendor on contract
- Superior customer service from New England's largest auto glass company

Who Can Use This Contract?

Applicable Procurement Law: MGL c. 7, § 22; c. 30, § 51, § 52; 801 CMR 21.00

Eligible Entities:

01. Cities, towns, districts, counties and other political subdivisions
02. Executive, Legislative, Judicial Branches, including all Departments & elected offices therein;
03. Independent public authorities, commissions and quasi-public agencies
04. Local public libraries, public school districts and charter schools;
05. Public Hospitals, owned by the Commonwealth;
06. Public institutions of high education
07. Public purchasing cooperatives;
08. Non-profit, UFR-certified organizations that are doing business with the Commonwealth;
09. Other states and territories with no prior approval by the State Purchasing Agent required;
10. Other entities when designated in writing by the State Purchasing Agent

Pricing and Purchase Options

Purchases made through this contract will be direct, outright purchases. JN Phillips Auto Glass contract pricing covers the replacement of windshields and glass on various types of vehicles. There is also pricing for resin fills/glass repairs for all vehicles.

The pricing for the **replacement of windshields and glass** is 46% for all items, which is based on the NAGS (National Auto Glass Specifications) Catalog.

The pricing for **resin fills/glass repairs** is as follows and can also be found on the JN Phillips Contract Pricing spreadsheet on COMMBUYS.

Resin Fills/Glass Repairs	Cost
1 st Repair	\$70.00
2 nd Repair (same vehicle)	\$10.00
3 rd Repair (same vehicle)	\$10.00

Detailed pricing by vehicle type and glass type/location on the vehicle can be found on COMMBUYS.

COMMBUYS Search

1. To find OVM08 on COMMBUYS go to www.commbuys.com:
2. Click on "Contract & Bid Search"
3. Select the "Contracts/Blankets" radio button
4. Enter OVM08 in the "Contract/Blanket" Description field
5. Click "Find It"
6. The results will display 2 "Contract/Blanket #." On a separate tab or window, open the "JN Phillips AutoGlass" Master Blanket Purchase Order (MBPO) below the "vCurrent."
 - In the [JN Phillips AutoGlass MBPO](#), notice the "Agency Attachments" towards the middle, there you will find this document, a complete price sheet and other document pertaining to this contract.

COMMBUYS Purchase Order Instructions

There are two methods to placing a purchase order for windshields:

1. RPA, request for payment authorization, which is the process used to enter a record in COMMBUYS for an item that was purchased **prior to obtaining approval** and/or a requisition/purchase order. (Refer to [OSD Policy Guidance](#) for more detailed information.)
2. A New Requisition, which is a document/process used to request goods and services **prior to payment**.

Given the nature of the windshield replacement/repairs it is more likely to place an RPA once the services and needs are determined rather than placing the order beforehand. You can find job aids for both processes at on the OSD website (www.mass.gov/osd) in the "Learn about COMMBUYS" section listed on the left side or you can find it [here](#).

Supplementary contract specific instructions for COMMBUYS Purchase Orders:

1. RPA: Be descriptive of the circumstances in the "Description" field; UNSPSC code: Replacement 25-17-23 and Repair 31-20-16; attach any quotes, forms and receipts from the transaction.
2. New Requisition: Use Advanced Search, in the "Description" field type in OVM08. In the "Catalog Price/Unit Cost" enter price PAID.

Additional Information

- **Vehicles Leased from OSD's Office of Vehicle Management (OVM)**: If glass needs to be replaced for any reason other than an accident or vandalism, call or take the vehicle to a J.N. Phillips location and for the repair/replacement. JN Phillips will contact OVM for a purchase order number after the work is completed.
- **Vehicles Owned by Agency/Department/Eligible Entity**: Drivers must follow their department's own procedures for providing purchase order numbers and billing addresses to the Contractor at the time of service. Departments will be billed directly by the vendor and are responsible for payments and any follow up needed to complete the transaction.
- **Service Follow up**: Any problems experienced by purchasers should immediately be documented in an email to

the vendor contact person listed on below and the OSD Contract Manager.

- **Comments and Complaints:** Contract user comments and/or complaints regarding any aspect of this contract can be emailed directly to the vendor Contract Manager identified below and copied to the OSD Contract Manager, Lana Gunaratne at Lalana.m.gunaratne@state.ma.us.

Vendor and Contact Information

JN Phillips Auto Glass

Sean Mullane

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Woburn, MA 01801

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